

Vacancy Announcement

SECRETARY (OA) GS-0318-06/07

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Announcement Number: NW0318

Date Opens: NOW

Date Closes: 17 February 2004

**Location: Bureau of Medicine and Surgery
Deputy Chief, Manpower & Personnel
Asst. Deputy Chief, Manpower & Personnel
2300 E Street NW
Washington, DC**

Area Of Consideration: BUMED

About Us: Naval Medicine provides high quality, economical health care to approximately 700,000 active duty Navy and Marine Corps members, as well as 2.6 million retired and family members at a little more than half the national per capita average cost. This care is provided while supporting contingency, humanitarian and joint operations around the world with highly trained, dedicated health care professionals adhering to the principles of Total Quality Leadership.

About the Job: This position is located in the Office of Knowledge Management under the general administrative supervision of the Chief Knowledge Officer, Bureau of Medicine and Surgery. This position is responsible for overseeing and coordinating the program activities of the Chief Knowledge Officer. Serves as Executive Secretary to the Chief Knowledge Officer, Bureau of Medicine and Surgery in enterprise oversight of internal and external communications, marketing, customer relations and information management/information technology (IM/IT) strategies world-wide. Incumbent coordinates program plans from Naval Health care facilities and line commands worldwide. Provides a variety of administrative management and support duties for the Chief Knowledge Officer including schedule management, meeting coordination and support and travel coordination. Additionally, the incumbent is responsible for providing guidance to field activities and coordinating conference room utilization. Receives official visitors and coordinates with congressional staff members and media in support of communication's posture. Receives correspondence, drafts administrative or technical directives, interim responses and reviews correspondence to determine appropriate intra-code tasking responsibility. Incumbent is responsible for monitoring and maintaining supplies and equipment for the Office of Knowledge management.

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